Feiertagsverwaltung

The holiday management allows you to manage all holidays of your personnel.

Summary

For what should i use the holiday management

The holiday management gives you access to all your personnel's holidays. Within the module you can define which different holiday profiles exist and which person is in which profile.

General basics of the module

Every holiday always belongs to a holiday profile and each person can only have one holiday profile active at a time. An individual color and an abbreviation can be assigned to each holiday profile.

Settings

The settings for holiday management can be found in the settings area in the respective module where holiday management itself can also be found.

Holiday profiles

All usable holiday profiles of your company are shown in an overview table.
Here you can change existing holiday profiles, delete them or create new profiles. Every holiday profile always consists of a name and an abbreviation with a maximum of 2 letters. In addition, it is possible to define a self-defined color for a profile. This color is used in various reports and graphic overviews.

Holiday

Each holiday profile contains separately saved day entries, which are referred to as a holiday in the following.
The individual holiday entries always consist of a date, a description and the settings for how this holiday should be included in various calculations.

The following settings can be set on every single day entry, if you have the appropriate modules.

- Interruption of expenses: Determine whether this holiday interrupts the currently relevant expense period or not. By default, a holiday does not interrupt the expense period. This function is only visible if you also have the expense module.
- Share: Shows the value of how much of the set day is considered a holiday. 50% and 100% can be selected. If you have YellowTimeManager 3.0 or higher, this setting also affects the calculation for the target worktime hours for this day. By default, this value is 100%.

In addition to the option of manually adding individual days to a holiday profile, you also have access to our templates for the corresponding holidays, grouped by country, state / canton and year. If you want to import holidays from one of our templates into the profile, simply click on "Load public holidays from template" in the edit dialog or create dialog of a holiday profile.
You can then choose from which country and, if necessary, from which state or canton and which year you want to import the holidays.
Please note that we only offer the legally recognized public holidays as a template, which apply either in the entire country or in an entire state or canton.
We do not offer holidays that are only valid in certain regions of a country (district or city).